

## IRUA Tip Sheet

**Login Problem?** Make sure you are entering your PeopleSoft ID, not your Active Directory ID (the one you use to access email). Your Active Directory password will work and should be used. If the problem persists and you need additional assistance, contact the IOT Help Desk at 317-234-4357.

**The training module won't launch?** Make sure to turn your pop-up blocker off (right-click on the yellow bar below the header of your browser).

**IRUA Language first, training language follows.** As the terms of the IRUA are discussed, the actual IRUA text will appear by itself on the screen in white print. On the subsequent training page, the IRUA text will be available for reference but is in a smaller font. In blue you will see training information designed to enhance your understanding of the IRUA language.

**Screen size.** If you prefer a full page screen, hit the F11 key. For a smaller screen size, hit the F11 key again. There are two sizes available and you can toggle between them as often as needed by using the F11 key.

**Navigating Forward on Acceptance Screens.** There are two screens where you click on a dot to affirm statements. One is affirm your complete understanding of the IRUA and the second is your agreement to abide by it. On these screens, after hitting "submit", you need to look for a pop-up box that directs you to click on the screen to continue. Simply point your arrow anywhere on the IRUA page and you will proceed.

**The training module doesn't appear to be available or can't be accessed?** Check with your agency HR representative to make sure you are properly enrolled in the training.

**Questions** – Most questions should be addressable by your management. However, if they are unable to provide an answer or you would like to better understand the rationale for something found in the IRUA, please email the CISO ([iotciso@iot.in.gov](mailto:iotciso@iot.in.gov)).